UNITED STATES DEPARTMENT OF AGRICULTURE
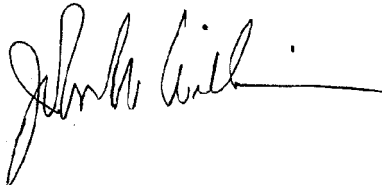Farm Service Agency
Washington, DC 20250

For: State and County Offices

Purging Accounting Files

Approved by: Deputy Administrator, Management

1 Overview

A
Background

When the CRS purge process was initially released, receivables over 180 calendar days old were included in the purge. To maintain consistency within the Accounting Application, the CRS purge process has been modified to purge receivable records over 16 months old.

The Accounting files should be purged on a regular basis to free up space on the System 36.

B
Purpose

This notice:

- advises State and County Offices to purge the Accounting files
- provides instructions to State and County Offices for the CRS purge process.

C
Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Debbie Barker, FMD, at 703-305-1309.

Disposal Date	**Distribution**
January 1, 2001	State Offices; State Offices relay to County Offices

2   Purging Accounting History Files

A
Accounting Payment History File

Follow instructions in 1-FI, paragraph 279 to purge the Accounting Payment History file.

B
Cash Receipts History File

Follow instructions in 3-FI, paragraph 74 to purge the Cash Receipts History file.

C
Claims File

Follow instructions in 64-FI, Part 27 to purge the Claims file.

D
Assignment and Joint Payment History File

Follow instructions in 63-FI, Part 7 to purge the Assignment and Joint Payment History file.

E
Data Control System History File

Follow instructions in 6-FI, paragraph 59 to purge the Data Control System History file.

F
CRS History File

Follow instructions in paragraph 3 to purge the CRS History file.

3   Instructions for Purging CRS

A
Purging the
Receivable
Records From
the System 36

The Accounting Application, Common Receivable Function has been enhanced to allow the purge of receivable records in which the last change date precedes the current date by 16 months and 1 of the following conditions occurs:

- the current program amount, current interest amount, current charge 1 amount, and current charge 2 amount are zero

- receivable records have been transferred to:

  - claim status
  - note receivables

- receivable records have been written off.

B
When to Purge
CRS

State and County Offices shall purge CRS when:

- instructed by KCFO

- the system encounters insufficient space availability in either of the following files:

  - Common Receivables History
  - Receivables Producer.

3   Instructions for Purging CRS (Continued)

C
Preparing to Run
Purge

State and County Offices shall:

• perform the purge process under an attended mode

• format enough diskettes or tapes for archiving purged receivables history records

• save and retain the following on backup diskettes or tapes until the next purge of the receivables history records:

  • Common Receivables History File, x.AQ.HST
  • Receivables Producer File, x.AQ.PDR

• **not** cancel the purge process before it has completed

• **not** perform **any** of the following receivable functions while processing the purge:

  • establishing a receivable
  • recording a receivable collection
  • transferring receivables to claim status
  • transferring receivables to note receivables
  • writing off a small receivable balance
  • preparing a demand letter
  • correcting a receivable
  • inquiring or printing Receivable Status Reports.

3   Instructions for Purging CRS (Continued)

D
Accessing the
Purge Option

The option to purge receivable history files is on Receivable Main Menu AQK000. County Offices shall access Menu AQK000 according to 67-FI, paragraph 30.

Example: This is Menu AQK000.

```
COMMAND                               AQK000                    W2
Accounting - Receivable Main Menu
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

 1.  Establish A Receivable          *   6.  Modify Receivables Status
 2.  Record A Receivable Collection      7.  Prepare Demand Letter
 3.  Transfer Receivables to Claims      8.  Correct A Receivable
     Status                              9.  Inquire/Print Receivable
 4.  Transfer Receivables to Note            Status Reports
     Receivables                       10.  Purge Receivable History Files
 5.  Write-Off A Small Balance
     Receivable
                          20.  Return to Application Primary Menu
                          21.  Return to Application Selection Screen
                          22.  Return to Office Selection Screen
                          23.  Return to Primary Selection Menu
                          24.  Sign Off

Cmd3 = Previous Menu                  *    = Option currently not available

Enter option and press "Enter".
```

3   Instructions for Purging CRS (Continued)

E
Purge Process   State and County Offices shall follow this table to complete the purge receivable
history and producer records process through the Accounting Application,
Common Receivable Function.

Step	Action	Result
1	On Menu AQK000: • ENTER "10", "Purge Receivable History Files" • PRESS "Enter".	Backup Verification Screen AQK00001 will be displayed.

Example: This is Screen AQK00001.

```
Receivables           081 LITTLE RIVER       Purge                AQK00001
Backup Verification Screen    Version: AD37        06-05-2000   09:35    Term W2




        A backup of the Common Receivables History File (x.AQ.HST) and the
        Receivables Producer File (x.AQ.PDR) are required prior to running
        the purge process.  This backup will be your only source of recovery
        should problems occur during the purge process.

        Have you made a backup of the necessary files?      (Y)es or (N)o __




Enter = Continue
```

3   Instructions for Purging CRS (Continued)

E
Purge Process
(Continued)

Step	Action		Result
2	On Screen AQK00001, do the following.		
	IF the backup was...	**THEN...**	
	made	ENTER "Y" and PRESS "Enter".	Purge Information Screen AQK00002 will be displayed with general instructions.
	not made	ENTER "N" and PRESS "Enter".	Purge Verification Screen AQK00014 will be displayed with the message, "Required backup not completed, purge option canceled." PRESS "Enter" to exit the purge process. Menu AQK000 will be redisplayed. To restart the purge, County Offices shall: • complete the save of files x.AQ.HST and x.AQ.PDR • restart the purge from step 1.

Example: This is Screen AQK00002.

```
Receivables          081 LITTLE RIVER      Purge               AQK00002
Purge Verification Screen      Version:  AD37      06-05-2000      09:35      Term W2

    THIS PURGE REQUIRES EXCLUSIVE USE OF THE COMMON RECEIVABLES HISTORY.
    DO NOT INITIATE ANY 'RECEIVABLE' ACTIVITY (i.e. OVERPAYMENTS, AUTOMATIC
    OFFSETS, CANCELLATION OF PAYMENTS, etc.)  WHILE THE PURGE IS RUNNING.

    The purge will remove Receivable records older than 16 months from the Common Receivable
    History, print the Detail Report of Purged Receivables and save purged records to diskette or
    tape for offline storage.

    Have at least one initialized tape or several diskettes available. Label with today's date and
    'Archive Common Receivable History Records'.

    DO NOT IGNORE ERROR MESSAGES.  SCREEN PRINT ERROR MESSAGE AND CONTACT
    THE NATIONAL HELP DESK FOR ASSISTANCE.

    When the purge is finished, screen AQK00027 will display with this message: 'Common Receivable
    History / Producer Files Purge completed successfully'.

    Enter = Continue      Cmd4 = Previous Screen
```

3 Instructions for Purging CRS (Continued)

E
Purge Process
(Continued)

Step	Action		Result
3	On Screen AQK00002, read the purge information.		
	IF conditions and messages are...	**THEN...**	
	understood	PRESS "Enter".	Select Storage Media Screen AQK00003 will be displayed. **Note:** If there are no receivables to purge, Screen AQK00015 will be displayed with the message, "No Common Receivables History or Producer records to purge. Archive diskette/tape not made." PRESS "Enter" to return to Menu AQK000.
	not understood	PRESS "Cmd4".	Screen AQK00001 will be redisplayed. Continue the purge process from step 2.

Example: This is Screen AQK00003.

```
Accounting          081 LITTLE RIVER        Purge                AQK00003
Select Storage Media Screen    Version: AD37 06-05-2000   09:34    Term W2



          Save purge records on (D)iskette or (T)ape? ___
          At least ___ diskette(s) initialized with FORMAT2
          --or-- ___ initialized tape will be required.

          NOTE:    Cmd7 will end all purge processing.  Common
                   Receivable records will not be removed from
                   the Receivable History and Producer Files.
                   Purged records will not be saved.



Enter = Continue          Cmd7 = End
```

3   Instructions for Purging CRS (Continued)

**E
Purge Process
(Continued)**

Step	Action		Result
4	On Screen AQK00003, do the following.		
	IF purging to...	**THEN...**	
	diskette	ENTER "D".	
	tape	ENTER "T".	
	IF enough diskettes or tapes are...	**THEN...**	
	available	PRESS "Enter".	Purge Verification Screen AQK00008 will be displayed. Continue the purge process from step 5.
	not available	PRESS "Cmd7".	End the purge process and return to Menu AQK000.
5	On Screen AQK00008, do the following.		
	Read the purge information on the screen.		The following messages will be displayed: • "Beginning the Save Process . . . . . ." • "Please verify that an initialized Diskette / Tape is in the appropriate drive."
	PRESS "Enter".		Printer ID Selection Screen AQK00006 will be displayed.
6	On Screen AQK00006, do the following.		
	Read the purge information on the screen. Enter the printer number to print the Purged Receivables Detail Report.		The following messages will be displayed: • "Please enter the printer ID you wish to use for the Detail Report of Purged Common Receivables records _____. (Example P1, P2, etc.)" • "Please align the printer you have selected before printing."
	PRESS "Enter".		Purged Receivables Detail Report AQK070-R001 will be printed with purged receivable numbers. **Note:** This is the **only** time that Report AQK070-R001 can be printed. Purge Print Options Screen AQK00007 will be displayed.

3   Instructions for Purging CRS (Continued)

E
Purge Process
(Continued)

Step	Action		Result
7	On Screen AQK00007, do the following.		
	Review Report AQK070-R001 to determine whether the report printed satisfactory. **Note: This is the only time Report AQK070-R001 can be printed**.		The following messages will be displayed: • "When the detail report of Purged Common Receivables finishes printing, check it carefully to ensure that the paper alignment was satisfactory." • "After inspecting the Purged Receivables Report, please select:____ 1. Print was satisfactory or 2. Printing was unsatisfactory, print report again."
	IF printing was...	**THEN...**	
	satisfactory	ENTER "1" and PRESS "Enter".	Purge Verification Screen AQK00017 will be displayed.
	unsatisfactory	ENTER "2" and PRESS "Enter".	Report AQK070-R001 will be reprinted.
8	On Screen AQK00017, do the following.		
	Read the purge information.		The message, "Old Common Receivables History records successfully saved on diskette/tape", will be displayed.
	PRESS "Enter".		Purge Verification Screen AQK00027 will be displayed.
9	On Screen AQK00027, do the following.		
	Read the purge information.		The message, "Common Receivable History / Producer Files Purge completed successfully", will be displayed.
	PRESS "Enter".		Menu AQK000 will be redisplayed.

F
Storing Archive
Diskette or Tape   Keep purged Common Receivables History File and Receivables Producer File diskettes or tapes for 18 months at an offsite storage area. Retain and dispose of Report AQK070-R001 according to 25-AS.